

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
OCTOBER 17, 2014
TOWN HALL
1:30 PM**

Board Members Present: David A. Smith, Jr., Chairman
Nadine A. Hawver, Clerk
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to the Town Administrator
Michael Ovitt Treasurer/Collector
Barbara Roraback Assistant Treasurer/Collector
Betty Legeyt, Library Trustee
Pat Levine, Library Trustees
Frances Roth, Library Trustees
Karen Lindquist, Library Director
Attorney Mark Reich, Town Counsel via telephone

Members of the public

Chairman Smith called the meeting to order at 1:32PM.

Discussion ensued regarding the temporary part time position in the Treasurer/ Collector Office. Discussion continued regarding training, bi weekly payroll, the Collins report, office policies and procedures, succession planning, tax title and how the office would be impacted if the clerk position were to be eliminated. It was the consensus of the Board to discuss the issue further.

Betty Legeyt, Patricia Levine, Frances Roth and Karen Lindquist entered the meeting at 2:30 PM

Attorney Mark Reich gave an overview of the Open Meeting Law including posting meetings. Discussion ensued. Attorney Reich also gave an overview of the role of Library Trustees including hiring of new employees and the importance of a personnel policy. Discussion ensued. It was the consensus of the Board to have Administrator LaBombard e-mail Attorney Reich the Personnel Policies and have the Library Trustees e-mail any concerns that they may have with the Personnel Policy to Administrator LaBombard who will then forward them to Attorney Reich.

The call with Attorney Reich ended at 3:25 PM

Betty Legeyt, Patricia Levine, Frances Roth and Karen Lindquist left the meeting at 3:26 PM

Administrator LaBombard stated that DLS will be at the Town Hall on October 22, 2014 to do a financial overview. Selectman Wood stated that she hopes to find out how well Town Departments are working together and things that are working well and not well.

Discussion continued regarding the Treasurer/ Collector Office Clerk position and succession planning. Selectman Wood moved to eliminate the Temporary Treasurer/Collector Clerk position

effective December 31, 2014 and notify the person in that position as soon as possible, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard explained that she would be holding a meeting with all department heads on October 21, 2014 to discuss negativity at the workplace.

Administrator LaBombard explained that repairs on Fire Engine #2 were approved but they have come in \$7,700 over the estimate. Discussion ensued. Selectman Wood moved to authorize the use of up to \$7,700 for Engine #2 compartment repair out of the Berkshire School Gift Account, seconded by Selectman Hawver. The motion carried unanimously. Selectman Wood stated that she would like to schedule a meeting with Fire Chief Brent Getchell to discuss Fire Department construction.

Selectman Hawver moved to adjourn the meeting, seconded by Selectman Wood. The motion carried unanimously.

Chairman Smith adjourned the meeting at 4:03 PM

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents reviewed at this meeting:
Temporary Treasurer/Collector Clerk Functions